

MINUTES OF A MEETING OF THE CORPORATION
OF CITY COLLEGE PLYMOUTH HELD ON MONDAY 4 FEBRUARY 2019
COMMENCING AT 1630

Present:

Pauline Odulinski (Chair)
Penny Wycherley (Chief Executive and Principal)
Andrew Ashley
Kristi Dingwall
Hilary Duckett
Mike Jones
Alain Kakuru
Cheryl Powell
Thomas Robins
Martyn Starnes
Debbie Taylor
Emma Tringham
William Woyka

In Attendance:

Ben Manning (Deputy Principal)
Pauline Hands (Acting Vice Principal)
Sandra Wilson (Head of Finance)
Francesca Stratford (Acting Clerk)

G19/01- Apologies for Absence and Declarations

No apologies were received.

G19/02 – Minutes of the Previous Meeting

The minutes of the meeting held on 13 December 2018 were approved.

G19/03 - Matters Arising

The Chair reminded the Board that the skills audit responses were being collated by the Clerk and would be shared in due course. Governor were asked to send any outstanding SAR returns to the Clerk.

RESOLVED: Clerk to collect remaining SARs from members.

G19/04 - Confidential Items

RESOLVED: That G19/05 is dealt with In Commercial Confidence.

G19/05 – Principal’s Report – In Commercial Confidence

This agenda item was deemed In Commercial Confidence and is subject to a separate confidential Minute.

G19/06 – Risk Management

The Principal presented the Risk Management report and risk register. Governors queried who determines the risks/ratings. The Principal responded that a group of people (the Deputy, Vice Principal, HR, and Finance) are all part of the decision making process and additional members are brought in according to the risks. The Chair noted that the Board also has a governance risk register.

Governors challenged if the comments raised by the FEC were included. The Principal responded that the comments were to a previous risk register. Governors queried how often the risk register is updated. The Principal explained this is currently weekly but as it develops another column would be included on the register to reflect if the review is termly or monthly.

RESOLVED: To note the Risk Management update.

G19/07 – FEC Visit, action plan and Diagnostic Assessment

The Principal had provided an update earlier in the meeting on action taken prior to the FEC visit and action taken since the visit. The Board commented positively on the significant preparation ahead of the FEC visit. After discussion the Board received the FEC report and College's action plan. Members were reminded that this is a confidential report.

RESOLVED: To receive the FEC Diagnostic Assessment report.

G19/08 – Finance Position paper and 3 Year Financial Plan

Governors noted that the draft Financial Plan is based on an operating surplus of £450k, financial health score of 180 = Good (will depend on the sale of Goschen), additional income from learners, workforce reform savings being maintained, close management of income and expenditure and improvements to curriculum planning and course costings.

Governors queried where additional income is coming from. The Principal responded that this is lagged funding from the ESFA for additional student numbers. In response to a question it was confirmed any funding received for these in 18/19 would be additional funding. Key assumptions for 19/20 include full year increase in 16-19 of £1M, £150k reduction in AEB, reduction in project related income from ESF and ESFA, other income remaining stable and pay costs.

The Exec proposed additional financial objectives to the Board for consideration. After discussion the Board approved the additional objectives below:

- The College moves to good financial health for 19/20 and sustains at least this in all following years.
- The College meets all its loan covenants.
- The College's Accommodation strategy optimised the use of resources and disposes of surplus space in a timely fashion.
- The College maintains cash reserves to avoid overdrafts.

RESOLVED: To approve the 3 Year Financial Plan and adopt the additional financial objectives.

G19/09 - Corporate Performance Report for December 2018

The Board received an update from the Head of Finance on the Performance Report for December 2018. The Board noted:

- Predicting satisfactory financial health at end of year (140 points).
- Year-end projection of £80k deficit – work taking place to ensure this is the maximum.
- Cash at 31 December £665k, end of year projection is close to budget and assumes sale of Goschen.

- End of year projection of £2,826k net current liabilities and current ratio of 0:83:1 due to higher deficit in 17/18 than anticipated.
- Seven cash days in hand at the end of Dec, forecast 21 at year end.
- Loan covenants will not be breached this year if forecast is achieved.
- 16-18 recruitment target achieved and significant improvement in learner numbers.
- AEB recruitment on profile.
- 16-18 apprenticeship income on target.

Governors challenged the Exec that the Financial KPIs numbers one to four refer to the same issue and should they be linked as one item. SW responded that it was important to differentiate and keep a clear focus on individual risks.

RESOLVED: To receive the Report

G19/10 - Bank Overdraft Facility

The Board approved the Bank overdraft facility and it was signed by the Chair of the Board and the Chair of F&GP.

RESOLVED: To approve the Chair to sign the bank overdraft facility document.

G19/11 - Recruitment of new CEO/Principal

The Chair updated the Board that two applications have been received and the closing date is 6 February. A panel of governors (P Odulinski, A Ashley, E Tringham, H Duckett, K Dingwall and D Taylor) will shortlist on 13 February, ahead of the two day interview process on 28 February and 1 March. The remaining governors will be invited to take part in the other activities (e.g. student and staff groups, financial, leadership and management, external stakeholder group).

Governors queried that previously the external perception of the Board had been that it hadn't completed satisfactory due diligence. The Chair responded that although due diligence had been undertaken previously and is recorded, this time AoC Create and the Board will be completing a thorough due diligence on all candidates. The panel will also include an independent person (existing Principal) from another college.

After discussion agreed that a Special Corporation meeting would take place on 1 March at 3pm in KS301 to appoint the new Principal.

RESOLVED: To note the update.

G19/12 - Accommodation Task and Finish Group

The first meeting of the Accommodation Task and Finish group took place on 1 February. The group encouraged a staff governor to join and C Powell volunteered to join. Another meeting of the Task and Finish Group will take place on 15 February and a paper will follow to the Board.

RESOLVED: To note the update.

G19/13 - Strategic Planning Day – 26 April

The Chair updated the Board that the Strategic Planning Day would be split into two sections; the morning would include updates from the LEP and LMI etc, the afternoon would include strategic approaches to governance. As a number of members were unable to attend on 26 April it was agreed that the Clerk would look at some alternative dates. Foot Anstey was offered as a potential venue for the day.

RESOLVED: The Clerk to canvass alternative dates for the Strategic Planning Day.

G19/14 - Governor recruitment, skills audit and training update

The Chair updated the Board that the Search and Development Committee had met earlier today to interview a potential new Governor, Adam Croney, a former student of the College and Chartered Accountant. E Tringham declared that she knew Adam Croney. After discussion the Board approved Adam Croney’s appointment to the Corporation.

Governors discussed the Board membership and agreed to increase the number of Board members to 18 with immediate effect.

RESOLVED: i) To appoint Adam Croney to the Board.
ii) To increase the Board to 18 members with immediate effect.

G19/15 - Date of next meeting

The date of the next meeting is 18 March 2019.

SIGNED _____ **DATE** _____